

# RECYCLING MARKET DEVELOPMENT PROGRAM

## Indiana Department of Commerce

### APPLICATION

#### Three R's Assessment Grant

Instructions: Complete the following information and formally submit by sending **eight (8), double-sided copies to:** Indiana Department of Commerce, Energy Policy Division, One North Capitol-Suite 700, Indianapolis, IN 46204 (attention: Sarah Carney). The final application should not exceed 10 pages. Each page containing proprietary information must be clearly marked.

Please refer to the guidelines for information on the types of projects funded, project evaluation, and grant parameters.

**Project Cover Sheet.** Fill out cover sheet. Please read carefully.

**Introduction.** Briefly summarize the project and provide discussion about project need.

**Project Description.** Provide a brief description of the project. Please include the following:

- Project objectives - describe what you hope to achieve through this assessment and the potential time frame for achieving this.
- Discuss the potential for reduction of waste disposed through reduction, reuse, recycling and/or use of recyclables as a feedstock or product.
- Identify the potential waste streams impacted.
- Provide a detailed description of the project.
- Include information about the project site location.
- Describe unique design specifications of project.

**Technical Readiness.** Provide a chronological list and brief summary of activities by the applicant leading to the justification of this project. Provide information about waste management efforts previously made or already in place.

**Statement of Work.** Outline the major activity that must be done to complete the project. Give a timeline (in months) for initiating and completing the activities.

**Project Budget.** List project budget items such as personnel, equipment, supplies, contractual, etc. and give total cost of project.

**Financial Commitments.** Provide financial statements for demonstrating funding support of the project. Include letters of support from all financial participants.

**Organizational Structure & Experience.** List key people and indicate their general duties in conducting the project. Provide resumes for key individuals.

(08/24/00)